



# ASSET MANAGEMENT PLAN

Updated: January 2021  
To be Reviewed: January 2024

Milton Road Primary School  
Ascham Road  
Cambridge  
Cambs  
CB4 2BD

## **ASSET MANAGEMENT PLAN**

Responsibility for building maintenance was delegated to the school by the Local Authority under the Delegated Building Maintenance Scheme in 2002. Currently, the school has in place a number of specialist contractors who are involved in maintaining and inspecting the buildings and equipment in line with certain statutory obligations and maintenance schedules. The school also has a site officer who is present on a day to day basis to undertake security duties and undertake some inspection, maintenance and remedial work. The overall duty and responsibility for premises management lies with the Headteacher. Contract management is administered by the School Business Manager. The Governing Body Resources Committee considers raised matters associated with premises management as part of their review of the School Business Manager reports at their half termly meetings. The Resources Committee will also scrutinise arrangements to ensure best value practice and that arrangements for management of the premises are appropriate. A Governor on the Resources Committee has a focus on scrutinising H&S arrangements and inspecting premises from time to time.

All matters pertaining to the building and grounds are considered by the Governing Body as part of the Integrated Curriculum and Finance Report.

### **Security of the Premises**

The Site Maintenance Officer carries out an end of shift check, to secure all doors and windows. The gates are locked on his departure each evening. The named keyholders are the Head Teacher, Site Officer, Deputy Head and Office and HR Manager.

The school has a burglar alarm system which is monitored by Britannia Fire & Security (BFS) quarterly under a maintenance agreement. BFS contacts the registered key holders upon the alarm being activated.

The school also has security lights (emergency lighting) around the buildings which are sensor activated when it is dusk.

### **Routine Maintenance and Repairs**

The Site Officer is responsible for the day-to-day maintenance of the school building and grounds. The Site Officer completes a 'Site Safety Checklist' on a weekly basis, which identifies any immediate work or remedial action required. This safety list is checked by the Schools Business Manager and is utilised for notification of any remedial works.

The Site Officer is responsible for calling out a relevant contractor to carry out any necessary repairs to the building e.g. water leaks, blocked drains, boiler failure etc.

A Governor on the Resources Committee also routinely monitors H&S.

Remedial maintenance jobs are logged on the Job log, details of work carried out saved within the premises folder held by the SBM and summarised for budgetary planning within the Learning Environment Strategy – which is reviewed by the Ops Team. Significant maintenance work is summarised to the Resources Committee as part of the Premises Section of the SBM Report for each Resources Committee (which is also provided to FGB as part of the Integrated Curriculum and Finance Report.)

Members of staff bring to the attention of the Site Maintenance Officer any maintenance matters/minor repairs which they feel require attention, e.g. light not working, in the 'Maintenance Officer's Job Log', which is kept next to the Site Officers Room. Any necessary action will then be taken by the Site Officer.

The Site Officer will also undertake internal decoration of small areas when required. Larger scale decoration will be put out to tender to professional contractors.

Cleaning of the school building is undertaken by Contract cleaners (BBCS) who are managed by their own Supervisor and the Office and HR Manager. Special cleaning work that is outside the scope of the requirements of the Contract Cleaners may be undertaken by the Site Officer during holidays.

The school grounds are maintained by ML Partnership, under contract. The contract is monitored by the Schools Business Manager.

### **Cyclical Maintenance**

The following items are checked annually by specialist contractors:

- Gates – AutoGate Services
- Roller Shutters – Cambridge Door Services
- Pest Control – Pestagon
- Boilers – Munro
- Fire Extinguishers – Chubb
- Lightning Protection – Sentinel Nimbus
- Emergency Lighting – Cam Alarms

A 5 yearly Electrical Test on the hard wired installation is required by a qualified contractor (Cambridge Electrical Services). This was last completed in 2018.

Portable Appliance Testing (PAT) is carried out by Brandon. PAT Testing is carried out bi annually, the last completed in 2019, with another due in 2021. Visual checks should be undertaken in the intervening by all staff using equipment as per the School's Health and Safety Policy. Details can be found in the Electrical Testing file in the Site Officer's Office.

Fixed and Portable PE equipment are checked annually under contract by R.E.J.B & Company. Details can be found in the PE file in the Site Officer's Office.

Fire Alarms are checked quarterly by Cam Alarms. FireRiskAssessment.com carry out the annual Fire Risk Assessment, a copy of this can be found in the in the Health and Safety File of the Office and HR Manager.

The Solar Panels (installed 2019) are subject to Biennial Services by Parker Technical Services.

A Legionella Risk Assessment was completed by Green Compliance Water Division and is held by the Site Officer. IWS have taken over monthly Legionella monitoring from Green Compliance Water Division and we have commissioned IWS to update the Risk Assessment.

### **Kitchen**

The catering contract is held by The Lunchtime Company. Their staff are responsible for keeping the premises in a clean and hygienic condition, and ensuring compliance with all H&S legislation for the preparation and serving of food. The catering contractor will inform the school of any equipment that requires refurbishment, repair or replacement. The school arrange for necessary work to be done, and a maintenance contract is held with Grattes to service all kitchen equipment quarterly.

### **Community Use**

The school building and grounds are available for letting (see Charging & Lettings Policy). Full details can be found in the relevant files in the School Business Manager's Office.

Confirmation the **Asset Management Plan** in respect of Milton Road Primary School has been discussed and adopted by the Governing Body

*Signed by:*

*Chair of Governors:.....M Hodgson/I Thomas.....*

*Date:.....25/01/ 2021.....*

*Head Teacher: .....R Snape..... Date: .....25/01/2021.....*

*Agreed at the Meeting of the Governing Body on:*

*.....25/01/2021.....*

*To be reviewed:.....January 2024.....*